

Department of Mental Health and Addiction Services

CONNECTICUT MENTAL HEALTH CENTER

**CUSTODIAN (durational/temporary) position due to expire 9/30/15**

**POSITION NUMBER CM103076**

**Plant Operations**

**PLEASE NOTE:** The location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.

**Open To:** The Public  
**Location:** 34 Park Street, New Haven, CT 06519  
**Program/Unit:** Plant Operations  
**Salary:** \$33,836.00  
**Shift/Schedule/Hours:** 1<sup>st</sup> Shift / Monday – Friday / 7:30 AM – 3:30 PM / Full Time 37.5 hours weekly  
**Posting Date:** Tuesday, May 19, 2015 **Closing Date:** Thursday May 28, 2015

**Duties may include but not limited to:** Performs custodial tasks and maintenance of areas such as dormitories, classrooms, offices, auditoriums, wards, kitchens, dining rooms and lavatories including outdoor areas (i.e. trash around buildings); dusts, mops, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment; makes beds; checks, marks, stores and issues linens, blankets, and clothing (limited to individual's work area not to include counting and inspection for a larger area); collects and counts soiled laundry; distributes, empties and sterilizes glassware, wash basins and bedpans; sweeps walks; collects and disposes of trash; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may change light bulbs and replace fuses; may lubricate or tighten door hinges, drawers, cabinets, etc.; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways; may move furniture and/or set-up classrooms; performs related duties as required

**Special Requirements:** Must possess and retain a current motor vehicle operator's license. Incumbents in this class may be required to travel.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: Custodian applying to a Custodian posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional or demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO:**  
**DMHAS – Connecticut Mental Health Center**  
Donna Zwilling, Human Resources Assistant  
34 Park Street, New Haven, CT 06519  
**Fax : (203) 974-7637**  
**Email : [donna.zwilling@ct.gov](mailto:donna.zwilling@ct.gov)**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at <http://www.ct.gov/dmhas/cwp/view.asp?a=2904&q=420408>

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. NP-2